REQUEST FOR SAILOR/MARINE AMERICAN COUNCIL ON EDUCATION REGISTRY TRANSCRIPT

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY	10 USC, Section 4302.
ROUTINE USES	Upon initiation of individual.
PRINCIPAL PURPOSES	To enable the Sailor/Marine American Council on Education Registry Transcript (SMART) System to access its computerized files, retrieve data, and produce a transcript for forwarding to individual or other addressee designated by the individual. Use of Social Security Number (SSN) is necessary to make positive identification of individual and records.
DISCLOSURE	Voluntary. Failure to provide required information will complicate, delay, and/or prevent administrative actions needed to produce the transcript and forward it to desired addressee.
ELIGIBLE	**(1) Active duty and Reserve Sailors/Marines** **(2) Sailors/Marines who separate/retire on or after 1 Oct 99.**

MAIL TO : NETPDTC, Navy College Center , Code N2A5, 6490 Saufley Field Rd, Pensacola, FL 32509-5204
FAX TO : DSN 922-1281 COM: 850-452-1281
QUESTIONS : DSN 922-1828 TOLL FREE: 1-877-253-7122 COM: 850-452-1828
WEB SITE: http://www.navycollege.navy.mil E-MAIL: ncc@smtp.cnet.navy.mil

PRIVACY ACT INFORMATION – PLEASE TYPE OR PRINT LEGIBLY

1. NAME (Last, First, Middle Initial, Other names used)	2. COMMAND ADDRESS

3. CURRENT RATE/RANK	4. SOCIAL SECURITY NUMBER	5. SIGNATURE

6. BRANCH OF SERVICE (Circle One)
a. NAVY
b. MARINE CORPS
c. OTHER (Specify) _____

7. CURRENT STATUS (Circle One)
a. ACTIVE DUTY b. RESERVE
c. SEPARATED d. RETIRED
month/year
____/____

8. HOW DO WE CONTACT YOU?
HOME PHONE (_____)_____
WORK PHONE (_____)_____
E-Mail:_____

9. FOR MY PERSONAL COPY, SEND TO :
NAME:_____
ADDRESS:_____
CITY, STATE:_____
ZIP +4: _____

NOTE: Personal copies can also be obtained at your Navy College Office or Marine Corps Education Center.

10. FOR OFFICIAL COPY, SEND TO THE FOLLOWING EDUCATIONAL INSTITUTION :
NAME OF EDUCATIONAL INSTITUTION: (No abbreviations)
_____
ADDRESS:_____
CITY, STATE: _____
ZIP +4: _____

NOTE: OFFICIAL SMARTS CANNOT BE SENT TO NAVY COLLEGE OFFICES, MARINE CORPS EDUCATION CENTERS OR OTHER SERVICES' EDUCATION CENTERS

FOR OFFICIAL USE ONLY

REMARKS/NOTES

PRINTED NAME AND SIGNATURE OF SMART OFFICE EMPLOYEE DATE

DRAFT NAVMC FORM (UPDATE 8 Dec 99)